

New Vendor Related
Frequently Asked Questions (FAQ's)

Q How can I obtain an application package to become a WIC-authorized vendor?

A You must submit a written request which includes your store name and address, contact person's name, telephone number, and mailing address if different than the store address. You may either mail or fax your request to:

Department of Health Services
WIC Program/New Vendor Applications
3901 Lennane Drive
Sacramento, CA 95834

Fax: (916) 928-0608

Q How long will it take to receive an application package?

A Your application package will be mailed within 10 working days of receipt of written request.

Q What do I need to submit to the WIC Program in addition to my completed application form?

A You must submit a **copy** of the following:

- signed and dated close of escrow documents or bill of sale if you have purchased the store within the last 6 months.
- Documentation appropriate to your type of ownership as follows:

Partnership -- a copy of all documents filed with the California Secretary of State (e.g., certificate of limited partnership) and a copy of the current partnership agreement, indicating the cessation date of the partnership, if applicable.

Limited partnership -- a copy of all documents filed with the California Secretary of State (e.g., certificate of limited partnership) and a copy of the current partnership agreement, indicating the cessation date of the partnership, if applicable.

Limited Liability Company -- a copy of Articles of Organization and Statement of Information listing all names of the managers and/or members filed with the California Secretary of State, including the dissolution date, if applicable, and a copy of the operating agreement.

Corporation -- a copy of Endorsed Articles of Incorporation and Statement of Information listing all names of the officers filed with the California Secretary of State.

- Q** When I complete my application package, may I fax my completed application package to the WIC program?
- A** No. The WIC program must receive original application documents via mail.
- Q** How long does the application process take?
- A** It could take up to 90 days from the date that the WIC program receives a complete application package from the vendor.
- Q** What is a “complete” application package?
- A** An application package is considered “complete” when it is reviewed and determined by the WIC program to be completed fully and correctly, and that all required application materials have been submitted and are correct.
- Q** Do I have to have a store and a store name before I submit my application package?
- A** Yes.
- Q** Does the WIC program require stores to have a minimum square footage?
- A** No.
- Q** How do I get my customers?
- A** WIC participants can shop at any authorized vendor of their choice.
- Q** How do I get reimbursed for the food instruments?
- A** Vendors need to follow food instrument redemption procedures. These procedures include transmitting a food instrument serial number to the WIC program before depositing the food instrument into the vendor’s bank account. For more information on transmitting a food instrument serial number, refer to “AAV and Peer Group Frequently Asked Questions” on the wicworks website. The link is:
http://www.wicworks.ca.gov/grocers/information/AAV_Peer_Grp_FAQs.pdf or [click HERE](#).
- Q** What types of foods are authorized on the WIC program?
- A** The types of food groups authorized on the WIC program are: milk, eggs, cheese, cereal, juice, peanut butter, beans/peas/lentils, infant cereal, infant formula, tuna and carrots.
- Q** Do I have to carry all authorized food types?
- A** Yes. You must carry every type of food group authorized on the WIC program; however, you do not have to carry every single authorized food item. You may want to consider stocking a variety of foods in each food group for participants to select from your store.

Q How can I find out which specific food items are authorized on the WIC program?

A Specific authorized food items are listed in the WIC Authorized Food List (WAFL). This document is available for viewing on this website at <http://www.wicworks.ca.gov/resources/wafl/brochure.html> or [click HERE](#).

Q How much inventory are vendors required to stock?

A The inventory stocking requirements include all of the following:

Each vendor store location must maintain on the shelves **at all times**, the inventory amounts in the following chart. Inventory shall include stock on store shelves available for purchase; it shall not include inventory in storage or on order but not delivered.

In addition, vendors must stock:

- **all** the flavors of juice in frozen **or all** the flavors in shelf stable form
- **at least one** variety of Gerber iron fortified, dry infant cereal without fruit
- **Similac Advance** with iron in **either** concentrate **or** powdered form
- **Isomil** with iron (soy formula) in **either** concentrate **or** powdered form
- **every** type of food group authorized on WIC; however, you do not have to carry every single authorized food item. WIC food groups are in bold in the following chart.

Milk: Fresh..... 9 one gallons and 2 one-half gallons fluid milk Or Canned..... 18 12-ounce cans Or Dry..... 60-ounces	Infant Formula - the option of: Concentrate: Similac Advance with Iron..... 31 13-ounce cans Isomil with Iron..... 31 13-ounce cans Or Powdered: Similac Advance with Iron..... 9 12.9-ounce cans Isomil with Iron..... 9 12.9-ounce cans
Cheese 5 pounds of any combination of authorized types and size	Infant cereal 3 8-ounce boxes of authorized infant cereal.
Eggs 4 dozen	Dried beans, peas or lentils 3 pounds of any combination
Carrots 2 pounds	Peanut butter 2 16 to 18-ounce jars
Juice - the option of Shelf Stable..... 3 64-ounce containers of each flavor of authorized juices Or Frozen Concentrate..... 4 11.5 or 12-ounce containers of each flavor of authorized juice	Tuna (chunk light packed in water)..... 4 6-ounce cans Cold cereal At least 2 boxes each of any four authorized brands Or Hot cereal 4 boxes of one or more authorized brands

Q How much food can a participant purchase in one month?

A Participants are able to shop at any WIC authorized vendor and may shop at different vendors throughout the month. Vendors should be aware that participants often select a vendor based on the variety and availability of WIC foods in that store. Therefore, vendors may want to consider their stocking accordingly. For your information, the following chart reflects the quantity of WIC authorized foods that one participant can purchase in a 30 day period. For most of these items, participants are able to purchase up to the full amount listed here.

<p>Milk – the option of:</p> <ul style="list-style-type: none"> Fresh..... 2 one gallons <u>and</u> 1 one-half gallon Or Canned..... 18 12-ounce cans Or Dry Up to 60 ounces 	<p>Peanut butter.....1 16- to 18-ounce jar</p>
	<p>Carrots..... 2 pounds</p>
<p>Cheese..... 4 pounds</p>	<p>Dry beans, peas or lentils.. 2 pounds</p>
<p>Eggs..... 2-dozen</p>	<p>Tuna (chunk light packed in water).....4 6-ounce cans</p>
<p>Juice:</p> <ul style="list-style-type: none"> Shelf stable 64-ounce ...Up to 5* containers Frozen Concentrate 11.5 or 12-ounce containers Up to 7* 	<p>Infant Formula--the option of:</p> <ul style="list-style-type: none"> Concentrate formulaUp to 31 13-ounce cans Or Powdered Formula Up to 8 16-ounce cans Up to 9 12.9 to 14-ounce cans Up to 10 12 to 12.8-ounce cans Ready-to-Feed Formula Up to 16 8-ounce cans
<p>*Vendors must carry all flavors in <u>either</u> frozen <u>or</u> shelf stable form.</p>	<p>Cereal..... Up to 36-ounces</p> <p>Infant Cereal..... 24-ounces</p>

- Q** How much can I be reimbursed for the foods that are sold with WIC food instruments?
- A** You will be reimbursed according to the peer group to which you are assigned. This means that the maximum reimbursement amount that you could receive will be the same as other vendors that are in the same county and are of a similar size and type as your store. The reimbursement you receive will reflect the competitive market place and will change as the market changes. Authorized vendors may go to the vwix.dhs.ca.gov website to access the Maximum Allowable Department Reimbursement (MADR) rate for your store.
- Q** When will I attend vendor training?
- A** Vendor training will be scheduled after the WIC program reviews your application package and has determined that it is complete and that your store has met all initial requirements. Thereafter, authorized vendors are required to attend a vendor training class every three years.
- Q** How will I be notified about vendor training?
- A** The WIC program will notify you by letter informing you of the date, time and location of vendor training.
- Q** Who has to attend interactive vendor training classes? Does an owner have to attend?
- A** The vendor or a representative of the vendor must attend interactive training before authorization and once every three years thereafter. Attendance at the interactive vendor training is a condition for continued authorization. The vendor ownership is responsible to train and inform all employees who participate in WIC Program transactions or handle food instruments of WIC Program requirements.
- Q** What is an on-site inspection?
- A** As required by federal regulations, a representative of the WIC program will visit your store and conduct an on-site inspection prior to authorization to ensure that the store meets all requirements. The state representative will document shelf prices for WIC authorized foods and shelf inventory. They will also review and document the store's Seller's Permit, Food Stamp Program and Federal Tax/Employee Identification numbers and review the store's health permit.
- Q** What is a Vendor Agreement?
- A** A Vendor Agreement is a contract between the State WIC program and the vendor. This contract is a time-limited agreement and explains in detail the rights and responsibilities of both parties.